These collections are noncirculating. Some items are fragile; many are irreplaceable. Please handle them with care.

1. All visitors are asked to sign in at the entrance desk.
2. No food or beverages are permitted.
3. Children under 12 must be accompanied by a supervising adult.
4. Please avoid applying creams or lotions to your hands immediately before handling materials because oils can transfer and cause damage.
5. If possible, use pencils rather than pens or markers when taking notes.
6. Do not lay paper or cards on an object when writing notes. Doing so can leave an impression on the material.
7. Use book supports if supplied by the Special Collections staff.
8. Do not lay books open face down, or use pencils, rulers, or other books as bookmarks.
9. Take care to remove your paper bookmarks before returning material. If left inside, they can eventually cause discoloration or other harm.
11. Do not rearrange the order of, add marks to, or erase from any material.
12. Do not photocopy material without first asking the Special Collections staff. Items may be too fragile or may require special handling.
13. The use of materials may be restricted by donor request or to protect privacy, or if a collection is unprocessed or in poor physical condition.
14. Special Collections reserves the right to inspect all research material and all personal articles before a patron leaves the area.

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